Information Technology
Automated Accounting
Course Code # 3728
½ Credit

Prerequisites: Keyboarding and Accounting

School Year _____

Term:____Fall____Spring

Student:	Grade:
Teacher:	School:
Number of Competencies in Course: **22**	
Number of Competencies Mastered:	
Percent of Competencies Mastered:	

Standard 1.0   The student will learn to operate integrated accounting software and set up a computerized accounting system.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
1.1	Manipulate the menu bar and toolbar items to perform general operating procedures.		
1.2	Create a customized computer accounting system and enter system setup data.		

Standard 2.0   The student will use computerized accounting software to complete the accounting cycle for a service business.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
2.1	Perform file maintenance activities.		
2.2	Perform general journal activities.		
2.3	Perform end-of-period activities.		

Standard 3.0   The student will use computerized accounting software to complete the accounting cycle for a merchandising business.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
3.1	Journalize transactions for a merchandising business organized as a partnership.		
3.2	Maintain merchandise inventory records.		
3.3	Prepare end-of-fiscal period reports.		

Standard 4.0   The student will apply generally accepted accounting procedures to maintain computerized records for plant assets.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
4.1	Maintain plant asset data.		
4.2	Display plant asset reports.		
4.3	Generate and post depreciation adjusting entries.		

Standard 5.0   The student will use computerized accounting software to complete the accounting cycle for a corporation.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
5.1	Journalize transactions for a business organized as a corporation.		
5.2	Prepare end-of-fiscal period reports.		

Standard 6.0   The student will apply generally accepted accounting procedures to maintain computerized records for payroll.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
6.1	Perform employee maintenance activities.		
6.2	Complete payroll records.		

Standard 7.0   The student will demonstrate organizational and professional leadership skills.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
7.1	Demonstrate self-initiative through group projects.		
7.2	Examine the value of leadership skills.		
7.3	Illustrate image building and public relations techniques.		
7.4	Assess decision-making skills.		
7.5	Demonstrate effective teamwork and group thinking applying conflict resolution techniques.		
7.6	Demonstrate parliamentary procedure skills through group activities.		
7.7	Analyze the goals and apply the principles of Business Professionals of America and/or Future Business Leaders of America.		

Additional comments: _____

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